

NRC FORM 114
(5-90)
NRCM 4108

U.S. NUCLEAR REGULATORY COMMISSION

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE Technical Writer-Editor		ANNOUNCEMENT NUMBER 0044011	DATES: OPENING 06/19/00	CLOSING (Close of business) O-U-F	EXPIRATION (For "Open Until Filled" vacancies remove posting on this date) 08/18/00
SERIES 1083	GRADE GG-11/12	KNOWN PROMOTION POTENTIAL TO 13	AREA OF CONSIDERATION <input checked="" type="checkbox"/> NATIONWIDE <input type="checkbox"/> WASHINGTON, DC COMMUTING AREA <input type="checkbox"/> REGION COMMUTING AREA <input type="checkbox"/> OTHER		TYPE OF POSITION <input checked="" type="checkbox"/> BARGAINING UNIT <input checked="" type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/> PERMANENT APPOINTMENT <input type="checkbox"/> INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING <input type="checkbox"/> NONBARGAINING UNIT <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY APPOINTMENT <input type="checkbox"/> NOT TO EXCEED
ORGANIZATION LOCATION Office of Administration Division of Administrative Services Rules and Directives Branch			NAME OF IMMEDIATE SUPERVISOR David Meyer		
DUTY LOCATION Rockville, MD		TRAVEL REQUIREMENTS None			

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SF171 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 115, VACANCY APPLICATION STATUS NOTICE (NRC applicants only);
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS(ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify):

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

EXPENSES ASSOCIATED WITH RELOCATION WILL NOT BE PAID**PLEASE APPLY AS SOON AS POSSIBLE. APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF 16 CALENDAR DAYS AFTER THE OPENING DATE.****Incumbent provides editorial support for NRC's management directives program. Reviews and edits draft management directives, handbooks and****CONTINUED ON BACK**

QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates must have one year of specialized experience at the next lower grade level or equivalent.**SPECIALIZED EXPERIENCE** is experience which has provided the candidate with knowledge of composing, organizing and editing documents. This experience is gained through (1) specialized training in producing technical documents, (2) experience developing and writing as an author, and (3) experience rewriting and editing technical documents and discussing them with the authors.

RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

APPLICANTS ARE REQUIRED TO ADDRESS THE RATING FACTORS LISTED BELOW**1. Demonstrated ability to organize, compose and edit complex policy and program issues.****(EXAMPLE: Describe specific training, education, and experience which demonstrates your ability to organize, compose and edit. Describe****CONTINUED ON BACK**

FOR ADDITIONAL INFORMATION CONTACT Jude Himmelberg				E-Mail: JVH Mail Stop: T-2D32		TELEPHONE	AREA CODE 301	NUMBER 415-6974
SEND APPLICATION MATERIALS TO:								
<input checked="" type="checkbox"/> Human Resources Services & Operations Office of Human Resources	<input type="checkbox"/> Region I Personnel Officer	<input type="checkbox"/> Region II Personnel Officer	<input type="checkbox"/> Region III Personnel Officer	<input type="checkbox"/> Region IV Personnel Officer				
U.S. Nuclear Regulatory Commission Washington, D.C. 20555	U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406	U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23T85) Atlanta, GA 30303	U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011				

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DUTIES OF POSITION - CONTINUED

related materials for consistency with established Agency standards. Edits and reorganizes material to avoid duplication of text, functions, organizational responsibilities and delegations of authority included in the above documents.

RATING FACTORS - CONTINUED

documents you have written emphasizing content and complexity of the subject addressed. Submit at least three samples of documents which clearly show your editorial improvements to them.)

2. Demonstrated ability to handle a wide variety of tasks simultaneously.

(EXAMPLE: Describe specific training, education and experience which demonstrates your ability to handle a wide variety of tasks assigned simultaneously. Discuss your ability to complete multiple tasks on schedule and under pressure.)

3. Demonstrated ability to use personal computers employing a variety of software packages.

(EXAMPLE: Describe your specific education, training, and/or work experience which demonstrates your knowledge of and ability to utilize a variety of software packages, including those associated with online editing and logging, and publication production.)

4. Demonstrated ability to establish and maintain effective working relationships with all levels of management and staff.

(EXAMPLE: Describe the various types and levels of individuals you routinely interact with and for what purposes. Describe your accomplishments developing and implementing successful approaches to discuss and resolve sensitive situations/issues. Describe instances which required you to use tact and diplomacy to achieve cooperation and develop consensus. What techniques do you use to develop effective working relationships? Describe your experience and role in working within a team environment.)

5. Ability to tactfully present information in a clear, articulate manner, both orally and in writing, to upper management and technical staff.

(EXAMPLE: Describe your education, training and experience which

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RATING FACTORS - CONTINUED

demonstrates your ability to present information in a clear, organized and logical manner both orally and in writing. Provide examples of material you have written or edited to communicate correspondence, editorial, or publishing policies and procedures)

NOTE: Breadth, recency and length of experience in the field; training, awards and commendations; past and current performance; and community or outside professional activities will be considered as they relate to each of the above factors to determine the level of knowledge, skill or ability of candidates.

PLEASE SUBMIT RESUME INCLUDING SALARY HISTORY, SF-171 OR OF-612 AND STATEMENT ADDRESSING THE RATING FACTORS TO:

U.S. NUCLEAR REGULATORY COMMISSION
OFFICE OF HUMAN RESOURCES
ATTN; JUDE HIMMELBERG
MAIL STOP T-2 D32
WASHINGTON, DC 20555

SALARY RANGE: \$42,724 - \$66,564

CURRENT/REINSTATEMENT-ELIGIBLE FEDERAL EMPLOYEES WITH STATUS (TENURE GROUP 1 OR 2) WILL BE CONSIDERED THROUGH MERIT PROMOTION PROCEDURES UNDER THIS ANNOUNCEMENT AND MUST SUBMIT A COPY OF AN SF-50 (NOTIFICATION OF PERSONNEL ACTION) TO VERIFY COMPETITIVE STATUS OR REINSTATEMENT ELIGIBILITY. PLEASE NOTE: NRC EMPLOYEES DO NOT HAVE TO SUBMIT AN SF-50. STATUS APPLICANTS, BOTH NRC AND OTHER, WHO WISH TO BE CONSIDERED UNDER BOTH MERIT PROMOTION AND COMPETITIVE PROCEDURES MUST SUBMIT TWO COMPLETE APPLICATION PACKAGES. IF ONLY ONE APPLICATION IS RECEIVED, IT WILL BE CONSIDERED UNDER THE MERIT PROMOTION ANNOUNCEMENT.

VETERAN'S PREFERENCE: IF CLAIMING 5 POINT VETERANS' PREFERENCE, YOU MUST ATTACH A COPY OF YOUR DD-214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY, OR OTHER PROOF OF ELIGIBILITY. IF CLAIMING 10-POINT VETERANS' PREFERENCE, YOU MUST ATTACH AN SF-15, APPLICATION FOR 10-POINT VETERANS' PREFERENCE PLUS THE PROOF REQUIRED BY THAT FORM.

REASONABLE ACCOMMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS OR EMPLOYEES WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.